

Faribault-Martin County Joint Transit Board – Executive Committee
FM Transit Facility
1023 North Dewey Street Fairmont, MN 56031
December 10, 2021

The meeting was called to order at 8:00 a.m. by Board Chairman Elliot Belgard. Joint Transit Board Executive Committee members present in person were: Faribault County Commissioners Groskreutz and Young and Martin County Commissioners Belgard and Forshee. Also present in person was Jeremy Monahan, Faribault – Martin County Transit Director.

Board Chair asked for any changes to the agenda. Monahan asked to add a discussion about mail delivery at the Transit Facility and a discussion about a monetary donation. Motion made by Commissioner Forshee, seconded by Commissioner Groskreutz to approve the agenda as amended. Motion passed unanimously.

Monahan produced an Unpaid Bills report totaling \$43,317.86 with more regular and recurring bills are expected to arrive in the coming weeks. Monahan also said a bill for \$298.95 arrived that morning that needs to be included in the approved amount. The bill for I+S Group which is included in that amount but Monahan plans to pay that with these checks to the amount up to the contract amount of \$42,800. Monahan said he has asked APX for an invoice for the retainage amount of almost \$12,000 so that can be paid as well.

Motion made by Commissioner Groskreutz, seconded by Commission Young to approve payment of the Unpaid Bills as presented and to approve giving the Transit Director authority to continue to pay other regular and recurring bills at the discretion of the Transit Director upon receipt. Motion passed unanimously.

Monahan produced a Bank Statement for the Transit Board. It showed that as of November 30, 2021 the Transit Board had \$413,130.76 for a bank balance. Monahan noted a few deposits such as the Quarter 4 State share for the 2020-2021 Operation contract of just over \$147,000 which was reduced from the planned amount to reduce the chance of a large overpayment to the transit system. Also noted was the 2021 MCIT Dividend payment of \$5,764 which will be included as non-farebox revenue and therefore go into the reserve account balance. It was noted that the Financial Reports presented in November were not included as there had not been a change but that those reports will be included in the Full Board meeting later this month.

Discussion turned to Old Business and the 2020 Mini-Van Purchase project. Monahan noted that the Request for Proposals has been sent out. The due date for proposals is December 21st so the Full Board will know how many proposals were received. Monahan was hoping to complete scoring of the proposals at the January Executive Committee meeting and move forward with the chosen vendor at that time.

Discussion turned to New Business and the revision of two policy manuals for the Transit Board. Monahan noted that he had worked with Office of State Auditor staff on language needed to satisfy two of the Transit Board's findings in the 2020 audit. Monahan had produced new drafts

of a Revised Accounting Policies and Procedures Manual and a Revised Procurement Policy Manual. Each document had language missing that caused a finding during the audit. With the proposed changes both documents would be brought into compliance and the findings would be satisfied for the next audit. The Full Board would need to consider adoption of both revised policies at their December meeting.

Motion made by Commissioner Groskreutz, seconded by Commissioner Forshee to recommend to the Full Board that both the Revised Accounting and Revised Procurement Policy Manuals be adopted at their December meeting. Motion passed unanimously.

Discussion turned to Personnel Actions. Monahan presented to the Executive Committee the termination of Safety Manager Roger Heinrich. There was some discussion in regards the circumstances leading to the termination.

Motion made by Commissioner Young, seconded by Commissioner Groskreutz to accept the termination of employment of Roger Heinrich. Motion passed unanimously.

Discussion turned to the interim and long term solutions to not having a safety manager on staff. Monahan said that many of the responsibilities will be divided between himself, the Operations Manager, Dispatch, and a couple of senior level drivers in the short term. In the long term a new Safety Manager will need to be hired. An internal hiring would be ideal if possible but it would be best to open this up to the public as well. Monahan said for management positions a commissioner or two are typically involved in the interview process. Also the job description for the Safety Manager position was from 2016 and many of the responsibilities were not being handled by the previous Safety Manager. An updated job description will be needed and presented to the Executive Committee in January. Movement on hiring a permanent replacement can occur shortly afterwards.

Discussion turned to mail delivery at the Transit Facility. With Monahan finally being able to move his office to the Transit Facility, it would be best to change the official address for the transit system from the Martin County Courthouse to the actual Transit Facility. Monahan noted he had spoken with the Fairmont postmaster and learned that delivery on North Dewey Street was not possible. The other businesses on Dewey Street have a post-office box. The postmaster did say a mailbox could be placed at the intersection of North Dewey and 10th Street as mail is delivered on 10th Street. Monahan talked with businesses on 10th Street to see where a mailbox placement would work best for them. The owners of 819 10th Street were okay with a mailbox being placed on that property but there are not many good locations available. Monahan wondered if a post-office box would be necessary until it might be possible to get mail delivery on North Dewey Street. The Executive Committee left the decision up to Monahan to figure out.

Discussion turned to a monetary donation received by the transit system. The Fairmont Senior Citizens Center was dissolving and had been donating their cash assets to select non-profits that help senior citizens in the area. The Transit Board had never received a donation before but the policy is that it is officially accepted and a thank you letter is sent to the donor. Monahan noted that this donor asked that a thank you letter not be sent.

Motion made by Commissioner Groskreutz, seconded by Commissioner Forshee to accept the \$500 donation from the Fairmont Senior Citizens Center and draft a letter of thanks to file. Motion passed unanimously. It was noted this donation should also be reported to the Full Board at their December meeting.

Discussion regarding the system ridership report ensued. Monahan noted that November ridership continued to maintain the flat-line in overall ridership. There was not the typical drop in November due to a number of previous clients not having a large Thanksgiving break. Faribault County continues to have pre-pandemic level ridership on a monthly basis. Commissioner Groskreutz noted that ridership in Faribault County is consistently double what the previous system Prairie Express would have in a month.

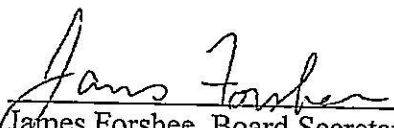
The next Executive Committee is scheduled for Friday January 7th at 8:00 am and the next Full Board meeting will be held on Wednesday December 22nd at 10:00 am following the Human Services Board meeting in Blue Earth. The February Executive Committee meeting was tentatively scheduled for Friday February 4th at 8:00 am. Executive Committee meetings will now be held at the Transit Facility Meeting Room unless otherwise noted.

With no further business to wit, the Board Chair adjourned the meeting at 9:40 a.m.

JOINT TRANSIT BOARD
FARIBAULMARTIN COUNTIES



Elliot Belgard, Joint Transit Board Chair

ATTEST: 

James Forshee, Board Secretary